

STATE OF SOUTH DAKOTA  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL AVENUE  
PIERRE, SOUTH DAKOTA 57501-3182

## **Staff Augmentation for Level of Care Reviews**

**PROPOSALS ARE DUE NO LATER THAN JANUARY 18, 2021 at 5:00 CST**

RFP # 2223

BUYER: Department of Social Services,  
Division of Medical Services

POC: Dawson Lewis  
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### **Updated Schedule**

The submission deadline has been extended one week to January 18<sup>th</sup>.

RFP Publication	<u>December 11, 2020</u>
Deadline for Submission of Written Inquiries	<u>December 21, 2020</u>
Responses to Offeror Questions	<u>January 6, 2021</u>
Proposal Submission	<u>January 18, 2021</u>
Anticipated Award Decision/Contract Negotiation	<u>February 2, 2021</u>

### **Errors in Original Proposal**

#### **Conflict in sections 1.4 and 5.1**

##### **1.4 SUBMITTING YOUR PROPOSAL**

"An original, five identical copies, and one (1) digital, Portable Document Format (PDF) copy loaded on a USB flashdrive of the proposal, all attachments, and the cost proposal(s) must be submitted. "

**5.1** "The offeror must submit one (1) copy of their entire proposal, including all attachments and cost proposal(s), in PDF digital format via SFTP"

***Section 5.1 is correct. Do NOT send hard copies.***

#### **Section 7.0 COST PROPOSAL**

##### **Existing Text**

The Offeror must include a cost proposal including a cost justification. There is no standard template. The Offeror shall complete and submit their proposal labeled as **Attachment B – RFP 2011 Cost Proposal** as part of their final proposal

##### **Corrected Text**

The Offeror must include a cost proposal including a cost justification. There is no standard template. The Offeror shall complete and submit their proposal labeled as **Attachment B – RFP 2223 Cost Proposal** as part of their final proposal

Question	Answer
Is there an incumbent vendor?	No.
How many partners are you working with today?	There is no incumbent, this is a new RFP.
Is this a new RFP or being granted as a renewal from a previous vendor?	This is a new RFP.
How long is the contract period?	Potentially through the end of 2021 initially with option to renew.
Do Doctors need to be licensed in South Dakota?	Doctors are not necessary to perform level of care determinations. Please clarify these questions if there are other doctors you are referring to.
Do Doctors need to be active practice?	Doctors are not necessary to perform level of care determinations. Please clarify these questions if there are other doctors you are referring to.
What are the most common specialties requested?	All level of care reviews will be related to requests to admit to skilled nursing facilities.
What level of disciplines qualifies to perform these reviews?	Registered Nurses have historically been our LOC reviewers but this is not required. Reviewer staff must have adequate training and experience to make level of care determinations.
Is this a requirement of the initial submission?	Yes, proposal must include budget to perform the work.
Will denials for requested levels of care require vendor physician review?	Denials go through an administrative hearing process if they are appealed.
Is this an onsite role to be performed?	No, this may be done virtually. This role will not include qualification for waivers.
can South Dakota confirm whether it contemplates designated contractor staff will perform in-person evaluations of individuals who may qualify for Nursing facilities or community-based waivers?	No, this may be done virtually. This role will not include qualification for waivers.
Does South Dakota contemplate that the contractor staff will need to be in physical proximity to the locale of where individuals are being evaluated?	No, this may be done virtually. This role will not include qualification for waivers.

If State Match License is a requirement, are sign off's allowed for specialty reviewers that are licensed out of state?	Doctors are not necessary to perform level of care determinations. Please clarify these questions if there are other doctors or licenses you are referring to. All level of care reviews will be related to requests to admit to skilled nursing facilities.
What is the average fee per review currently?	None. Completed by state staff.
Can you share a redacted copy of a sample report?	See attached Level of Care.
Will the Department advise the provider of the level of care determination or will the vendor? If the vendor is to perform this task, is there a letter template to be used or is the Department open to template options?	The determination is sent to state staff to continue the PASRR level II determination. They will then share the determination form with the facility along with their PASRR determination.
What reporting or data analytics are required for this scope of work?	Quarterly and yearly summaries of number of total determinations made, average turnaround time, and breakout tallies of the various approval and denial determinations that were made.
What is the average turnaround time?	Typically, around 2 business days.
What is the average amount of medical records per review?	This varies based on what is available and sent. The average has not been calculated.
Will you provide the guideline criteria with the assignment?	These criteria are found in Administrative Rules of South Dakota 67:45:01:03: <a href="https://sdlegislature.gov/Rules/Administrative/24909">https://sdlegislature.gov/Rules/Administrative/24909</a> .
Is Peer to Peer desired on Denial?	A peer to peer with state staff is desired prior to a denial.
Please expand on the definition of statement "perform level-of-care determinations". Is this considered a utilization review role?	This process is for the level of care determinations for Level II PASRR only.
What population is being assessed?	Those individuals referred for nursing facility level of care requiring a Level II PASRR.
Are the level-of- care determinations for one facility or for several lines of business?	Statewide in SD
Due to the current pandemic, would it be acceptable to use electronic signatures?	Yes

<p>There is conflicting information in the RFP regarding submission of proposals – section 1.4 asks for hard copies to be submitted, and section 5.1 asks for 1 pdf file via SFTP. Due to the current pandemic, would it be acceptable to email 1 pdf file of the entire proposal to dawson.lewis@state.sd.us, and remove the requirement in the RFP for hard copies?</p>	<p>Yes</p>
<p>Will the contractor conduct the Preadmission Screening and Resident Review itself or focus on coordinating with State employees, following the completion of the PASRR, to identify the most appropriate level of care?</p>	<p>The contractor will perform the level of care review to determine if criteria are met for nursing facility level of care for those requiring the Level II PASRR.</p>
<p>What are the differences in roles between the State review team and the contractor?</p>	<p>The "State Review Team" reviews children admitting into residential treatment. (See ARSD <a href="https://sdlegislature.gov/Rules/Administrative/29250">https://sdlegislature.gov/Rules/Administrative/29250</a>) This vendor selection is for adult individuals referred for nursing facility level of care requiring a Level II PASRR. This vendor would do the review for appropriate level of care for the skilled nursing facility admission. Then the state staff go on to complete the PASRR level II determination.</p>
<p>What criteria will be used to assign the level of care reviews to the contractor for completion?</p>	<p>The Level I Determinations are completed by the LTSS Medical Review Team nurses, who will assign the level of care reviews to the contractor when Level II PASRRs are identified.</p>
<p>Will the selected level of care reviews primarily focus on mental health?</p>	<p>These level of care reviews will be done on individuals identified as needing the Level II PASRR process.</p>
<p>Will the contractor be expected to review admissions for placement to facilities which meet specialized needs such as traumatic brain injuries, dementia, memory care, or serious mental illnesses?</p>	<p>Yes.</p>
<p>Will contractor staff be considered a part of the MRT as defined in ARSD 67:45:01:01 and coordinate level of care reviews with an adult services and aging specialist?</p>	<p>No.</p>
<p>Are there specific data points or measures that the contractor is required to collect and report to meet the needs of the State?</p>	<p>Specific data points may be necessary in regard to PASRR national reporting requirements in the future.</p>

Are there specific criteria sets that State staff and/or adult services and aging specialists utilize to determine level of care?	These criteria are found in Administrative Rules of South Dakota 67:45:01:03: <a href="https://sdlegislature.gov/Rules/Administrative/24909">https://sdlegislature.gov/Rules/Administrative/24909</a> .
Who does the contractor notify of a level of care decision: State staff, providers, facilities, individual patients, and/or families?	State staff. They then share that determination notice to the facility along with the completed PASRR determination.
Will the State provide database tools for workflow or is it expected the contractor will provide a monthly upload of completed reviews?	It is expected that the contractor would do this.